

KNOWLEDGES, AND ABILITIES

1. BASIC KNOWLEDGES (PART II OF ENG FORM 4897-R)

Knowledge of Federal, State, and local realty laws, practices, regulations and procedures (1)

Knowledge of real estate contracts (2)

Knowledge of real estate conveyances (3)

Knowledge of land title and curative procedure (4)

Knowledge of legal descriptions, plats and technical drawings (5)

Knowledge of the appraisal process and approaches (6)

Knowledge of estates or interests in real estate (7)

Knowledge of the organizational structure and inter-relationships of elements of the Army Air Force, Corps of Engineers (8)

Knowledge of environmental and cultural laws and regulations (9)

2. ACQUISITION

Knowledge of regulations, policies practices and procedures governing acquisition of real property and related functions primarily AR 405-10, AFI 32-9001, and ER 405-1-12 (10)

Knowledge of regulations and policies in connection with the planning procedures for real estate acquisition.(11)

Knowledge of laws, guidelines, and procedures regarding DERP and FUDS (12)

Knowledge of requirements of Title III, PL91-646, in dealing with landowners (13)

Knowledge of benefits available under Title II, PL 91-646 (14)

Knowledge of regulations, policies and procedures regarding the leasing of real property (15)

Knowledge of condemnation process (16)

Knowledge of policies and requirements for project cooperation agreements (17)

Knowledge of procedures for relocation of facilities (18)

Knowledge of closing procedures (19)

Knowledge of the administration of the Homeowners Assistance Program including the disposal of houses (20)

3. MANAGEMENT AND DISPOSAL

Knowledge of regulations pertaining to management of real property (AR, AFR, DAR, DOD1, FPMR, and ER 405-1-12) (21)

Knowledge of regulations pertaining to disposal of real property (AR, AFR, DAR, DOD1, FPMR and ER 405- 1-12) (22)

Knowledge of outgranting procedures, processing and documentation (23)

Knowledge of disposal procedures, processing and documentation (24)

Knowledge of utilization and compliance inspection procedures, processes and documentation (25)

Knowledge of timber management practices (26)

Knowledge of base realignment and closure procedures, policies and regulations (27)

Knowledge of land management practices (*forestry, agronomy, etc.*) (28)

Knowledge of wildlife management practices and techniques (29)

Knowledge of recreation and natural resource planning and management practices (*park management, resorts and marina operations*) (30)

4. APPRAISAL

Knowledge of the regulations governing the appraisal process, e.g., Army and Department of Justice regulations (31)

Knowledge of appraisal practices, principles, approaches, methods and techniques (32)

Knowledge of natural resource valuation including minerals, water, water rights, etc. (33)

Knowledge of timber appraising (34)

Knowledge of lesser interests appraising, including easements, leasing, etc. (35)

Knowledge of industrial appraising (36)

Knowledge of rural (*farm, ranch, orchard*) appraising (37)

Knowledge of urban (*residential, apartment, commercial*) appraising (38)

Knowledge of the methods and techniques of gross appraisals for planning documents (39)

Knowledge of real estate finance practices and the general economic principles including highest and best use analysis (40)

Knowledge of condemnation procedures in Federal courts (41)

5. PLANNING AND CONTROL

Knowledge of regulations, policies, and procedures governing acquisition planning and related functions primarily, AR 405-10, AFI 32-9001 and ER 405-1-12 (42)

Knowledge of regulations, policies and procedures governing programming, budgeting and management of funds for real estate requirements (43)

Knowledge of the regulations and procedures governing real estate audits and the documentation thereof (44)

Knowledge of cartography for real estate mapping including CADD (45)

Knowledge of the procedures governing the preparation, establishment, retention, management and disposition of real estate records (46)

Knowledge of methods and procedures governing real property accountability and reconciliation (47)

Knowledge of application of automated systems (48)

6. ADMINISTRATIVE

Knowledge of the federal position management policy and principles (49)

Knowledge of Federal performance appraisal policy and its application to incentive awards, training, and adverse personnel actions (50)

Knowledge of equal employment and affirmative action regulations, policies and objectives (51)

Knowledge of real estate programming procedures and scheduling techniques (manpower, budgeting and funding) (52)

Knowledge of basic economic principles as they apply to the real estate profession and related activities (53)

Knowledge of organizational policies, program goals, and priorities (54)

7. LEADERSHIP/MANAGERIAL ABILITIES (PART IV OF ENG FORM 4897-R)

Ability to assign or delegate work and to monitor the work of others (a)

Ability to establish objectives, requirements, priorities, and deadlines in order to determine the course of action for work (b)

Ability to interact with others in a one-on-one or group situation ©

Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts, and make conclusions/recommendations; includes the ability to determine quality of projects, programs, or performance by comparison against regulations or objectives (d)

Ability to develop new or revised policies, methods, procedures, programs, or solutions to problems (g)

Ability to independently originate action. (one who demonstrates this ability is often called a self-starter) (h)

GENERAL/TECHNICAL

Ability to brief, instruct, explain, advise, or persuade on real estate matters (e)

Ability to express clear and specific ideas in writing (e.g., reports, information papers, memoranda, and manuals (f)